

Request for Qualifications  
City of Indianapolis  
Department of Metropolitan Development  
Task Force Facilitator

March 2, 2015

## Request for Qualifications

### City of Indianapolis, Department of Metropolitan Development Task Force Facilitator

---

#### Invitation and Introduction

The City of Indianapolis, Department of Metropolitan Development (DMD) is requesting qualifications from interested vendors for a Service Agreement(s) in accordance with the attached specifications. This Request for Qualifications is being issued to solicit statements of interest from qualified individuals or firms able to serve as facilitator(s) for a task force that will be created to study certain Impediments to Fair Housing as identified in the City's Analysis of Impediments to Fair Housing.

Qualification statements will be used by the City of Indianapolis to select a vendor that will work with City staff and neighborhood stakeholders to convene a task force to study current impediments to fair housing choice, as identified by the City's Analysis of Impediments, and recommend solutions for how to mitigate those impediments. Specifically, the task force will research the pros and cons of establishing "income" as a protected class and pros and cons of creating visit-ability standards for new construction of housing in Indianapolis.

The Request for Qualifications is available at [www.indy.gov/DMD](http://www.indy.gov/DMD). Questions pertaining to the Request for Qualifications should be directed in written form by March 17, 2015 to Jennifer Fults, Administrator of Community Economic Development by electronic mail to [jennifer.fults@indy.gov](mailto:jennifer.fults@indy.gov) or to Erica Aquila, Assistant Administrator of Community Resources Section, by electronic mail to [erica.aquila@indy.gov](mailto:erica.aquila@indy.gov) or questions can be mailed to Attn: Task Force Facilitator RFQ, 200 E. Washington Street, Suite 2042, Indianapolis, IN 46204.

Please submit one original and two copies of your response to 200 E. Washington, Suite 2042, Indianapolis, IN 46204, Attention: Task Force Facilitator RFQ, on or before March 18, 2015, by 3:30 p.m.

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Representative Name \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

## **Request for Qualifications**

### **City of Indianapolis, Department of Metropolitan Development Task Force Facilitator**

---

#### **Request for Qualifications**

The City of Indianapolis, Department of Metropolitan Development (DMD) is requesting qualifications from interested vendors for a Service Agreement(s) in accordance with the attached specifications. This Request for Qualifications is being issued to solicit statements of interest from qualified individuals or firms able to serve as facilitator(s) for a task force that will be created to study certain Impediments to Fair Housing as identified in the City's Analysis of Impediments to Fair Housing. Specifically, the task force will research the pros and cons of establishing "income" as a protected class and pros and cons of creating visit-ability standards for new construction of housing in Indianapolis.

Respondents should have experience in planning activities and community engagement. Preference will be given to respondents with strong writing skills, oral communication skills, and ability to access and analyze data.

The City of Indianapolis will manage the contract with the selected vendor to ensure responsibilities are completed to satisfaction and within the scheduled timeframe and the applicable requirements.

#### **Background Information**

The City of Indianapolis receives funding from HUD for the development and continuation of affordable housing. Annually, the City of Indianapolis receives approximately 13.3 million dollars to help with this effort. The Consolidated Plan is a five-year plan that sets goals and strategies for using those funds to help with affordable housing and community development efforts. From 2015 until 2019, the City of Indianapolis expects to receive 66 million dollars to invest in the community from HUD.

As part of this funding, the federal government mandates a review of impediments to fair housing choice in the private and public sectors. This is the Analysis of Impediments to Fair Housing Choice (AI) for the City of Indianapolis. It is a new document, examining the housing choices for residents living in the City of Indianapolis. The last AI was published in 2010. This document serves to both fulfill the requirements set by the U.S. Department of Housing and Urban Development (HUD) and steer the City of Indianapolis as it develops multiple plans for future development.

Federal regulations do not require a formal approval of this document by HUD to be compliant; however, the document must include:

- A review of the City of Indianapolis' laws, regulations, administrative policies and planning;
- An analysis of how those laws affect the placement and development of housing;

## Request for Qualifications

### City of Indianapolis, Department of Metropolitan Development Task Force Facilitator

---

- An assessment of public and private sector circumstances affecting housing choice. According to HUD, impediments to fair housing choice are:<sup>2</sup>
  - Any actions, omissions or decisions taken because of race, color, religion, sex, disability, familial status or national origin that restrict housing choices or the availability of housing choices;
  - Any actions, omissions or decisions that have the effect of restricting housing choices or the availability of housing choices on the basis of race, color, religion, sex, disability, familial status or national origin.
- Race, color, religion, sex, disability, familial status and national origin are defined by HUD as protected classes

### Scope of Services

Qualifications are invited from interested team(s) that are able to address one or more of the following needs:

- Communication Skills. Communicate verbally and in writing. Facilitate task force meetings. Develop meeting agendas with City staff. Write and distribute meeting minutes. Prepare written task force report.
- Data Gathering and Analysis. Access and research data, policies and best practices. Track task force recommendations.

### Selection Criteria

Selections by the City will be based on professional qualifications, documented experience, and the expertise of key personnel to be assigned to the project.

**Consideration will be given to the following criteria:**

- performance on similar projects as evidenced in qualification statement;
- ability to deliver the product in a timely manner, by October 1, 2015;
- ability to access and analyze data
- ability to listen and discern

## Request for Qualifications

### City of Indianapolis, Department of Metropolitan Development Task Force Facilitator

---

#### Submission Requirements

Please direct all questions pertaining to the Request for Qualifications to Jennifer Fults by electronic mail to [jennifer.fults@indy.gov](mailto:jennifer.fults@indy.gov) or to Erica Aquila, Assistant Administrator of Community Resources Section, by electronic mail to [erica.aquila@indy.gov](mailto:erica.aquila@indy.gov) or questions can be mailed to Attn: Task Force Facilitator RFQ, 200 E. Washington Street, Suite 2042, Indianapolis, IN 46204.

- **All submittals must be received by 3:30 p.m. on Monday, March 18, 2015.**
- **Please submit one original and two copies of qualification statements to:**

Task Force Facilitator RFQ  
200 E. Washington, Suite 2042,  
Indianapolis, IN 46204

- **In addition to addressing the Scope of Services and Selection Criteria, all submittals must include the following:**
  1. Core competencies of firm(s) that comprise the team, experience working together (group submissions), staff experience, organization chart
  2. Representative sample of demonstrated capacity and experience with similar projects, references from past clients
  4. Estimated timeline to complete the proposed role(s) of the team in the development planning process, fee schedule keyed to deliverables